

BY-LAWS OF THE HOUSE OF IRAN

ARTICLE I **NAME OF THE ORGANIZATION**

The name of the organization shall be the House of Iran (here-in-after referred to as “HI”), a member of the House of Pacific Relations, International Cottages in Balboa Park, San Diego, California.

ARTICLE II **STATUS OF THE ORGANIZATION**

House of Iran is a non-profit organization, and its operations are in accordance with Section 501 (c) (3) of the Internal Revenue Code or the corresponding section of any future Federal or State tax code.

ARTICLE III **FLAG OF THE ORGANIZATION**

The flag of House of Iran is the traditional three-color Iranian flag (Irish Green on top, White at center and Red at bottom) with no emblem or insignia.

ARTICLE IV **GOALS OF THE ORGANIZATION**

1. To host activities which shall be unequivocally at all times, non political, non religious, non profit, and non sectarian and shall not discriminate based on race, color, sex, religion or national origin.
2. To promote better cultural understanding, liberty and peace among people of all nationalities and backgrounds.
3. To foster the spirit of tolerance and good will, friendship and exchange of ideas between people of all ethnic backgrounds.
4. To introduce, disseminate and promote the very rich and diverse heritage of Persian (Iranian) culture.
5. To sustain the Persian (Iranian) culture and its heritage by promoting social, inter-cultural activities among its members, as well as all ethnic backgrounds.
6. House of Iran is organized for nonprofit purposes and individual members shall not drive profit therefrom.

ARTICLE V
CHARITABLE AND EDUCATIONAL OBJECTIVES

1. Charitable Goal – House of Iran, as a charitable organization, shall have set aside a sum in the minimum amount of \$5,000.00 for any charitable cause. The House of Iran Board of Directors will review the eligibility of the cause.
2. Educational Goal – House of Iran, in support of its educational and cultural exchange student programs, will sponsor one student per year on a bilateral basis, subject to the availability of the funds. The House of Iran Board of Directors will review the eligibility of the sponsorship.

ARTICLE VI
MEMBERSHIP

1. To become a member of The House of Iran, a person should be of Iranian birth or descent, or the spouse of such a person. In addition, a person who has a serious interest in Persian (Iranian) culture and heritage may also become a member.
2. **CONDITIONS OF MEMBERSHIP**
 - a. Members shall be loyal to the Government and the Constitution of the United States of America, believing in and subscribing to this Constitution as set forth in its Articles.
 - b. Each member shall be loyal and show active interest in support of HI.
 - c. Each member shall subscribe to House of Iran’s goals and objectives and agree to observe and abide by the By-Laws of the House of Iran.
 - d. Honorary Life Member is a member who, after ten years of exceptional service to this organization, is singularly honored. As an Honorary Life Member, he/she has all the rights and privileges of a regular member without the requirement of paying dues.
 - e. Each former member shall renew their membership and pay dues by no later than the date of nomination in order to qualify for nomination or to vote in the elections.
 - f. The new members shall be enrolled by end of August to be eligible for nomination or to vote in elections. Membership after the month of August will not be eligible for nomination or vote in elections in that year.
3. **TERMINATION OF MEMBERSHIP**
 - a. A person’s membership may be terminated for failure to respect the goals and objectives and rules stated in these By-laws, and/or by being disruptive and in conflict with the goals of HI, by a 2/3 majority vote by the Board of Directors. This action will be determined by the Board of Directors at a closed meeting.
 - b. A person terminated may appeal the terminating decision to the membership. The membership may revoke or sustain the Board’s decision.
 - c. The terminated member may not be eligible for reinstatement for at least two years after the termination. After two years, the terminated member can reapply for membership. After the agreement of the Board, he/she may be reinstated.

ARTICLE VII
BOARD OF DIRECTORS

1. The BOARD, consisting of duly elected Officers and Directors shall be the governing body of the HI. The primary responsibility of each BOARD member is to represent the common interest of the voting Membership and the HI in all their decisions and other acts as OFFICERS of the HI.
2. They have due diligence responsibilities to the HI, and they cannot use HI Membership list or any other roster for their personal, or business use.
3. All BOARD members must be fluent in English and competent in the use of computers and new technologies. In addition, they have specific assigned responsibilities, as described below. BOARD MEMBERS serve without any monetary or material compensation.
4. All BOARD members shall participate in Sunday hosting and special events of the HI, according to a rotation based, pre-scheduled roster. If BOARD members cannot attend their scheduled hosting on a particular date, it is their responsibility to find a replacement or switch the date with another BOARD member for that particular day.
5. The BOARD is composed of the following OFFICERS:

President, Administrative Vice President, Cultural Vice President, Secretary,
Treasurer, Parliamentarian, two Delegates and an Alternate Delegate.
6. Each OFFICER assumes his/her responsibilities by taking the oath of office. Each OFFICER must pay his/her Membership fee before taking the oath of office. Each OFFICER shall serve for a term of two calendar years and/or until his/her respective successor takes the oath of office.
7. Each OFFICER may stand for election for the same office for one additional two years term.
8. Each OFFICER shall serve on the BOARD for no more than four consecutive years.
9. In the event a BOARD MEMBER is removed or vacates his/her office for any reason, the vacancy thus created shall be declared by the BOARD, and may be filled through an appointment by the President, subject to the BOARD approval, or election if it is close to election. In the case of appointment, the President and the BOARD shall use the same eligibility criteria for the successor as are used for election.
10. The BOARD members shall not consist of any two or more immediate family members.

11. All OFFICERS, upon expiration of their term in office, or in case of resignation, shall hand over, without delay, all records and materials in their possession belonging to HI and train their successors. They shall hand over the key to the building and the key to the HI post office box, if applicable, to the President. All OFFICERS should keep a working record of their activities and upon termination of their term, hand over their records to their successors.
12. The position of any OFFICER shall be declared vacant if such OFFICER fails to attend official meetings for three (3) consecutive months without submitting an adequate reason beforehand to the organization.
13. Duties explained by the by-laws are not limited to the specific positions. Additional responsibilities may arise and will be discussed and assigned by the BOARD.

Responsibilities and Duties of the Officers

1. The President shall:

- a. Preside at all meetings of HI with the exception of the Nomination/Election Committee.
- b. Appoint all Committee chairpersons subject to the approval of the BOARD.
- c. Serve as one of two HI delegates to HPR.
- d. Approve, together with the BOARD, the use of the House of Iran cottage by members exclusively for any special emergency meeting or social event not previously authorized as a regular meeting.
- e. Appoint between one to five, or more, people as his Advisory/Professional Committee to consult with. The Advisory/Professional Committee members are not BOARD members and they do not attend the BOARD meetings. They may be a former HIBOARD member, or a leader of the Iranian-American community of San Diego, and they must have experience in the use of organizational skills.
- f. May appoint as it deems necessary, a Historian, Sergeant-at-Arms, Assistant Secretary, and/or Assistant Treasurer, as defined in the By-Laws of HPR, subject to the approval of the BOARD.
- g. Serve as the only official spokesperson for HI, and the Chairperson of the Communication and Public Relations Committees.
- h. Perform all duties incident to the office and set an example in action and behavior for other members.

- i. Determine the agenda for all BOARD meetings.
- j. Exercise leadership in the common interest of the members and HI.
- k. Appoint a person as a Property Manager for HI. The Property Manager shall:
 - 1. Act as the custodian of all HI properties and have them maintained in good order.
 - 2. At the beginning of each year, prepare a written inventory record of the contents of the HOUSE and any other properties belonging to HI. The inventory shall identify the exact location of all items.
 - 3. Maintain the inventory record on a current basis and report to the BOARD any losses, removals or additions. A photographic inventory record shall be maintained of all property items having a significant intrinsic value.
 - 4. Initiate and maintain transfer records of any item of property from the HOUSE to others, and from others to the HOUSE, including donations or loans of property.
 - 5. Contact the Security Company with the updated names and phone numbers to be contacted in case of any attempt of break-ins or emergency or going off of any alarm

2. The Administrative Vice President Shall:

- a. In the event of absence of the President, act as the President and perform all the responsibilities and duties, and exercise the rights, privileges of the President.
- b. Act as Chairperson of the Membership Committee, maintain good relations with and between members, increase the membership, prepare and submit to the President Membership rosters on a timely basis, be responsible for collection of membership dues, and resolve membership issues.
- c. Work with the Treasurer to prepare a proposed budget to be presented to the BOARD by the first week in April of each calendar year.
- d. Serve as Delegate to the HPR House of Delegates in the absence of the President.
- e. Certify the Roster of MEMBERS in good standing to be used by the Nomination/Election Committee.

- f. Initiate/delegate and supervise the December Nights functions and Ruz-e-Iran food tent.

3. The Cultural Vice President shall:

- a. Assume responsibilities of the Administrative Vice President in case of his/her absence and unavailability.
- b. Coordinate the hosting of the HOUSE on Sundays, school visits, and other occasions, as required, and keep a record of MEMBERS hosting throughout the year. A copy of hosting calendar should be hanged in the cottage and members and volunteers should be encouraged to go online and sign up for the dates they can help with Sunday hosting and Delegate meetings.
- c. Coordinates and prepares a roster for the Delegates to attend the monthly HPR Delegate meetings. The Delegates, President and Administrative Vice President should not be scheduled to host the first Sundays of each month because they have to attend the Delegate meetings.
- d. Chair as Cultural Committee Chairperson, and work with President in appointing a Cultural Committee and forming one.
- e. Purchase, or appoint a Delegate or other MEMBER to purchase all supplies deemed necessary for the ongoing operation and good standing of the HOUSE, within the limitation of funds available for such purpose.
- f. Initiate/delegate and supervise the functions of the cottage and stage program for the Ruz-e-Iran function.

4. The Secretary shall:

- a. Keep accurate and impartial records in the form of minutes of all proceedings at meetings of the Membership and of the BOARD. In the absence of the Secretary, another BOARD member will take the minutes of the meetings.
- b. Maintain the records of the HOUSE, as designated by the President.
- c. With the concurrence of the President, conduct the correspondence of the HOUSE, including properly receiving and directing incoming correspondence.
- d. A roll call of members shall be taken by the Secretary and their attendance recorded at each BOARD and General meetings.
- e. Keep a book of the minutes and the current By-Laws.

- f. Advise all MEMBERS of the time and place of the scheduled or re-scheduled General meetings.

Assistant Secretary:

Upon the request of the Secretary, or any other BOARD member, an Assistant Secretary will be appointed by the President, subject to approval of the BOARD. The Assistant Secretary shall not be a member of the BOARD.

5. The Treasurer Shall:

- a. Be the custodian of all moneys of the HOUSE; receive and properly deposit all funds paid to the House of Iran in the bank account in a timely manner.
- b. Make disbursements in a timely manner, keep an itemized account of all transactions, and prepare a monthly report for presentation at the BOARD meetings. All disbursements shall be made and executed by the Treasurer and the President, or the President and Administrative Vice President in the absence of the Treasurer, or the Treasurer and Administrative Vice President in the absence of the President. Under no circumstance, a disbursement should be made if the remaining bank balance of HI goes below \$5,000. The \$5,000 is a minimum threshold that can only be accessed under extreme emergency. Any disbursement above \$250 should be pre approved by the BOARD. The approval should be discussed during the BOARD meeting, or a vote should be taken prior to expenditure via e-mail, by the majority of BOARD members voting for the expenditure.
- c. Work with the Administrative Vice President to prepare a proposed budget for the current calendar year, based on the records of the past three years and adjusted for inflation.
- d. Work with Administrative Vice President in management of all funds and receipts for major events such as Ruz-e-Iran and December Nights. All the money obtained at these events should be counted and signed off by President, Treasurer and one BOARD member, preferably Administrative Vice President, before money is deposited in the HI bank account.
- e. Present the proposed budget to the BOARD during the December BOARD meeting (with Old and New Board Members present). Once the BOARD approves the budget, it is considered as “Final Budget” for the year and the HOUSE can spend money starting January.
- f. Keep written accounting of all financial transactions on a current basis, including supporting documents, and maintain all financial records per the Record Retention Schedule.

- g. Prepare an updated financial report prior to and to be presented at the General meetings.
- h. Comply with all tax requirements and prepare the necessary documents for professional tax accountant to file the taxes.
- i. Provide an Annual Financial Report to the HPR before the July Delegate meeting.
- j. Provide a Final Financial Report and submit it to the BOARD in January prior to leaving office.

Assistant Treasurer:

Upon the request of the Treasurer or any other BOARD member, an Assistant Treasurer who is knowledgeable in the principles of bookkeeping and accounting will be appointed by the President, subject to the BOARD approval. The Assistant Treasurer shall not be a member of the BOARD.

Auditing:

All books and records of the HOUSE shall be made available to all members upon prior written request. The BOARD shall solicit the service of an independent accounting firm to conduct a general audit on an annual basis.

Professional Services:

For any annual tax preparation for HI, or any expert advice, the BOARD may seek the services of a licensed professional in the accounting and/or taxation field.

6. The Parliamentarian shall:

- a. Serve as an advisor and consultant to the President, the BOARD, and to members on procedural matters. The Parliamentarian shall assist the President and the BOARD in maintaining order and decorum at meetings of the HI.
- b. Interpret and apply Robert's Rules of Order (latest revision), the By-Laws of the HI and House of Pacific Relations when so requested by either the President or by a motion duly adopted by the BOARD. It is the duty of the Parliamentarian to see that Parliamentary procedures are carried on correctly and efficiently.
- c. Keep and maintain accurate and up-to-date copies of the Robert's Rules of Order, the By-Laws of HI, the By-Laws of the House of Pacific Relations, and all amendments made thereto and to transmit the same to his or her successor.
- d. Provide each BOARD member with copies of the By-Laws of the House of Iran and House of Pacific Relations.

- e. Provide all Board members (new and old) with current copy of HI Bylaws and make sure they are familiar with both HI and HPR Bylaws to be able to successfully carry out their duties.

7. Delegate and Alternate Delegate shall:

- a. Attend each HPR House of delegate Meeting: The two voting delegates are the President or Administrative Vice President and the Delegate. These two delegates shall represent the HI and vote on all issues at HPR Delegate meetings.
- b. Report all matters discussed and voted at the HPR Delegates Meeting to the BOARD of the House of Iran.
- c. Perform purchases or other duties as assigned by the President or Vice President.

ARTICLE VIII
NOMINATION AND ELECTION PROCESS

1. Nomination Process

- a. No later than at the September monthly meeting, the BOARD shall appoint three to five MEMBERS as members to the Nominating Committee. The BOARD may appoint one of these MEMBERS as chairperson. The Nominating Committee shall prepare a slate of candidates for offices, other elected positions for the succeeding year, and any propositions to be submitted to a vote, as directed by the BOARD.
- b. To avoid any conflict of interest, no more than one MEMBER of the Nominating Committee may be a current BOARD MEMBER, and no MEMBER of the Nominating Committee may be a candidate for office in the upcoming election.
- c. All MEMBERS shall be notified about the nominating process at least 7 weeks prior to the election date.
- d. The candidates shall provide summary information about themselves to be publicly available to the Membership on the HOUSE website. If the candidate does not provide information, it shall be so stated on the website.

2. Mail Ballot

- a. The election may be conducted by a mail ballot. The ballots will be mailed to all MEMBERS at least 21 days prior to the date of the vote. The same requirements shall apply to an Absentee Ballot or any other election ballot.

- b. Each mailed ballot shall contain a ballot itself, voting instructions and two envelopes. A MEMBER shall place a completed ballot in an unmarked envelope and should seal it. The unmarked envelope shall be placed inside a second envelope bearing MEMBER name and address and mailed or otherwise delivered to the Election Committee prior to the election date.

3. Floor Nominations

- a. If there is a quorum of MEMBERS present at the Annual Meeting, candidates may be nominated from the floor if the candidates are present at the meeting. If there is only one candidate or issue to be voted, an election by acclamation is permitted.

4. Election Procedure

- a. The election shall be conducted at the November Annual Membership Meeting. Only MEMBERS are authorized to vote. Every MEMBER must vote individually, by secret ballot.
- b. Each valid vote shall have no more than 1 (one) vote for a President, no more than 6 (six) votes for the BOARD and no more than 3 (three) votes for Grievance Committee.
- c. The Office of the President will be assigned to the candidate with the most votes on the slate.

ARTICLE IX

ASSUMPTION OF OFFICE/TERM OF OFFICE/VACANCIES

1. ASSUMPTION OF OFFICE: The officers elected shall assume their dedicated duties on 1 January of the year following their election, and shall be formally installed at the January monthly meeting.
2. TERM OF OFFICE: The members of the Board of Directors shall hold office for two (2) years. Each member of the Board of Directors shall serve a two (2) term limit. A person having served two consecutive terms may be nominated for elections to the Board after a one (1) year waiting period.
3. VACANCIES: Should a vacancy occur in the Board of Directors which has an alternate, the corresponding alternate shall assume the vacated office for the rest of the term, and the Board of Directors may fill the alternate office if deemed necessary. If the office does not have an alternate, the Board of Directors shall appoint a replacement for the vacated office.

ARTICLE X

QUEEN

1. HI shall elect one (1) Queen (age 15 – 21), four (4) Princesses (ages 15 – 21), and two Junior Princesses (ages 10 – 14).
2. The Queen, Princesses, and Junior Princesses must be single, and must be members of HI either individually or through family membership. They are encouraged to remain active throughout the year, and to participate in all functions.
3. The election of the Queen, Princesses, and Junior Princesses of HI shall take place at the regular September meeting. Nominations may be received by letter, and also from the floor. Voting shall be by ballot.
4. The elected individuals must be prepared to accept the responsibilities of the cottage queen as set forth in the House of Pacific Relations Queens' By-Laws.

ARTICLE XI
DUES

1. Regular membership dues shall be twenty-five dollars (\$25.00) per year for single membership. Dual Family membership shall be thirty-five dollars (\$35.00) per year. Each Dual Family membership has two (2) votes.
2. All membership dues are due and payable on the first day of January each year.

ARTICLE XII
FISCAL YEAR

The fiscal year of this organization shall be from 1 January through 31 December each year.

ARTICLE XIII
MEETINGS

1. The regular Board meeting shall be held every month at the place and time designated by the President.
2. Special meetings may be called by the President or any three members of the Board upon three days' notice to the Board of Directors.
- 3- The Annual meeting shall be held in the month of October each year.
- 4- General Meetings shall be held every three months, or as deemed necessary by the Board.

ARTICLE XIV
DUTIES OF MEMBERS

1. Members shall assist and support HI's goals and projects, and support all activities of the House of Pacific Relations.
2. HOSTING: Each member shall perform the duty of hosting on Sundays, in an equitable manner consistent with the total membership. Special Sunday events do not fulfill this requirement.

ARTICLE XV **AMENDMENTS**

The By-Laws of House of Iran may be amended by a 51% vote of the membership by mailed-in ballots, provided that all members are informed of the proposed amendments thirty (30) days in advance by mail.

ARTICLE XVI **POLITICAL LIMITATION**

No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation; and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

ARTICLE XVII **GRIEVANCE COMMITTEE**

1. A HOUSE Grievance Committee shall consist of five (5) MEMBERS and shall be elected by the voting Membership during the November election. The members elected to be on the Grievance Committee cannot be serving as an active Board member during the term of their position on the Grievance Committee. Any serious conflict within the HOUSE should be initiated and resolved through the HOUSE Grievance Committee and confirmed by two-thirds of the MEMBERS.
2. The Grievance Committee is a stand alone committee who has the power to investigate and look into any cause of action that is brought before it.
3. The Grievance Committee shall have full access to all relevant and necessary documents of the HOUSE as it deems necessary to complete its investigation of a matter.

A. Committee Functions

1. Any member may present a grievance in writing to the Grievance Committee Chair, along with any documentation supporting the complaint. The Committee Chair shall be responsible for providing copies of all relevant documentation to both parties to the issue.

2. The Grievance Committee shall act as mediator, following due process in accordance with the HOUSE and HPR Bylaws, and local, State, and federal laws. The Committee shall initially discuss the issue with the parties involved. If no resolution is reached amongst them, then the issue will be open for the General Membership to vote on.
3. The Grievance Committee's report shall be presented to the General Membership of the HOUSE. A two-thirds vote of the Membership Quorum is required to approve or deny the recommendations of the Committee.

B. Recourse to the House of Pacific Relations

1. Any person(s), whether a member or not, has the civil right to submit a grievance to the HPR Grievance Committee if the matter cannot be solved internally within the House. Refer to the current HPR Bylaws, Article X.

ARTICLE XVIII
DEDICATION AND DISSOLUTION

The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall inure to the benefit of any director, officer or member thereof or to the benefit of any private persons.

Upon the dissolution or winding up of the organization, all assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501© (3) of the Internal Revenue Code.

HOUSE OF IRAN BY-LAWS COMMITTEE

Respectfully submitted by:

Mr. Ebrahim Davodi Far

Mrs. Sussan Johnsen

Mr. Ali Golchin

Ms. Sahar Jaber

10/11/12